

**Request for Voice Mail** on extension \_\_\_\_\_

Date\_\_\_\_\_

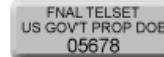
Fermi ID #\_\_\_\_\_

Name\_\_\_\_\_

Division & Department\_\_\_\_\_

Location\_\_\_\_\_

Telset Tag Number\_\_\_\_\_



*(this is a small metal tag usually located on the bottom of the phone and often under the removable base)*

Select your type of phone:



Single Line  
with Display

Two- Line  
with Display

Other Model \_\_\_\_\_

(ISDN, Norstar, Cordless etc.)

**NOTE:** Voice Mail requests from Visitors, Contractors, or Temp personnel must include a Supervisor's Approval.

Supervisor

Approval\_\_\_\_\_ ID#\_\_\_\_\_

If sending the request electronically and the Supervisor is copied on the email, a signature is not necessary.

Send to [telecom@fnal.gov](mailto:telecom@fnal.gov) or FAX: 630-840-3405

Comments:

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